

## Purchase Order (PO) Reports

Navigation: **Purchasing > Purchase Orders > Reports > Listings**

1. **'Add a New Value'**
2. Run Control ID: "Reports"
3. Click Add.
4. PO Listing Page will display. Select the language, Business Unit, and any other information you would like to search for.
5. Click Save.
6. Click Run.
7. Server Name: PSNT
8. Select a Process List.
9. Click OK.
10. Click the Report Manager Hyperlink.
11. Click the Administration Tab.
12. Click Refresh until the status changes to Posted.
13. Click the .HTM link to view the report.